Office of Information Technology Services

Project Portfolio Management Tool

2006-07 IT Expansion Budget Instructions

Table of Contents

1 Document History

1.1 Revision History

Revision #	Revision Date	Description of Change	Author
1.0	1/04/2006	Initial Document	C. Richards

2 Purpose

The purpose of this document is to assist agencies with inputting data into the Project Portfolio Management Tool (PPM) for 2006-07 IT Expansion Budget requests.

3 Getting Started

Similar to the process of adding a project to PPM Tool, you must have Authorized Access and be designated as a Contributor to add an Expansion Budget Request in PPM. The web address for PPM is https://www.ppm.state.nc.us/UMTNC/. If you do not have a license for PPM, then contact the CIO of your agency who will know the licensed contributors. One of these contributors should be able enter the Expansion Budget Request for you.

To obtain a copy of the PPM Expansion Budget Workflow, go to the Portfolio Management Initiative website (www.scio.state.nc.us/PortfolioManagementInitiative.asp) under the Expansion Budget section there is a document titled PPM Expansion Budget Workflow.

4 Adding an Expansion Budget Request

To initiate this process of adding an Expansion Budget Request log in to PPM. After you have logged in to PPM, click on the 'Add' tab at the bottom of the screen. Choose your agency from the 'Organization Hierarchy' drop down box and select the 'Project' entity. Click on 'Add Entity' and you then come to the 'Project Info' tab. This is where you enter the information about your project. The fields with the green asterisk (*) are required to add a project.

To denote this project as one for the expansion budget process, set the 'Project Range' on the 'Project Info' tab to equal 'Expansion Budget Request'.

When completing the Project Info tab you will also need to fill in the fields labeled 'Expansion Budget Req.', 'New Expansion Budget $ required in Year 1' and 'New Expansion Budget $ required in Year 2'. The 'Expansion Budget Req.' should be set to "Yes", and the other two fields should be equal to the total dollars requested to be put into the Governor's Budget (and the Worksheet II). If there are going to be funds for your project from sources other than the Governor's Budget, **DO NOT** include those funds in New Expansion Budget $ required in Year 1 or 2. The New Expansion Budget dollars requested may not always reflect the total cost of your project. The total cost of the project (Expansion Budget dollars + dollars from other sources) should be reflected in the Budget Cost tab.

NOTE: If you want to show that the request is for matching funds that will help your agency draw down federal funds, please show that in the project description.

4.1 Required Information for Expansion Budget Requests

Project Info Tab:
- Business Issues
- Business Goals
- Project Goals
- Project Deliverables
- Items Out of Scope
- Proposed Strategy
- High Level Assumptions/Constraints
- Key Dependencies External to the Project
- Project Organization and Roles
- Expansion Budget Req.
- New Expansion Budget $ required in Year 1
- New Expansion Budget $ required in Year 2

Budget Cost Tab:
- Proposed Budget – Level 1

Strategic Impact Tab:
- Business Driver Impact Statements

Risk Tab:
- Summary Risk Profile

Document Management Tab:
- Attach Worksheet II

4.2 Optional Information (But Recommended)

Benefit Tab:
- Financial Benefits – Level 1

4.3 Expansion Budget Workflow

After all of the information is filled in, the contributor on the project will have to sign off in order for the project to move to the next stage in the Expansion Budget Workflow. In the next stage, Agency Approval, the Agency Approver for your agency has to sign off in order for the project to move ahead for Expansion Budget State Level Approval. If the project is approved by the State Approvers, it will move on to the State CIO for review. If the project is approved by the State CIO, then it will be become 'Recommended for Expansion Budget Approval'. At this point, the Office of State Budget and Management (OSBM) will consider it for inclusion in the Governor's Budget.

Expansion Budget Workflow Diagram
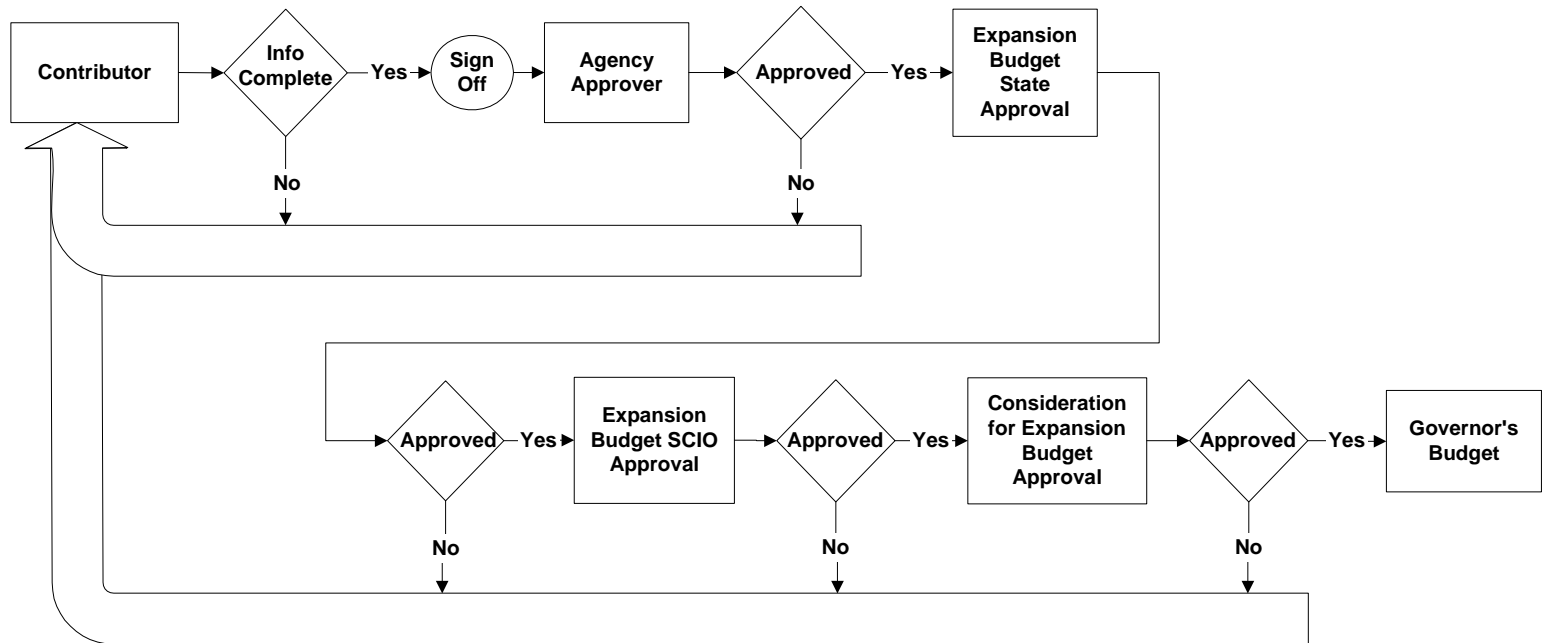
If the expansion budget associated with the project is included by the General Assembly in the ratified budget bill and the Governor's Certified Budget then the contributors will automatically receive an e-mail notifying them. To move the project to the Initiation Phase (Phase I) of the Project Portfolio Management (PPM) workflow, the contributor should change the Project Range, on the Project Info tab, to equal the estimated range of the total project investment costs (including Operations and Maintenance for 5 years). Changing the project range will automatically move the project back to Phase 1 (Project Initiation). The information prepared for Expansion Budget funding is saved in PPM and can be used for developing the material for Phase 1 (Gate 1) approval. This approach eliminates rework required for obtaining Gate 1 approval, as the development of information is cumulative and additive as the funded project transitions from expansion budget to the project approval process.

As a general rule, it is anticipated that the level of detail for Expansion Budget approval is much less than that needed for Phase 1 (Gate 1) project approval.

4.4 Existing Project in PPM and the Expansion Budget Request

If you have an existing project in PPM Tool and you are planning on putting in a request for expansion budget dollars for this project, you will need to enter the New Expansion Budget dollars portion as a new project in the PPM Tool. You will not be able to use the same project name, so enter the expansion budget portion with a related name (Ex: original project name – 'My Project'; expansion budget project – 'My Project -

Expansion Budget'). If the Expansion Budget project is approved, then the approved dollars will be reconciled with the budget cost in the original project.

5 Contacts

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